



**VA NW Health Network
VISN 20**

**1601 E. 4th Plain Blvd.
Vancouver, WA 98661**



NOTICE OF VACANCY

1. <u>Announcement Number</u> VISN-06-220-JB	2. <u>Title, Series, Grade, Salary</u> Auditor (Financial Quality Assurance Officer) GS-511-13 \$77,129 to \$100,263 per annum	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> VISN 20 Vancouver, WA; However, a virtual workplace may be considered
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 03/22/06	8. <u>Closing Date</u> Until Filled 1st consideration date 4/20/06

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the **VA Northwest Health Network (VISN 20)** eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.
- **Those who previously applied under VISN-06-130-DL need not apply.**

MAJOR DUTIES:

The incumbent manages and directs activities of financial, acquisition, logistics and capital asset management quality control of the VISN. The primary purpose of this position is to improve the business practices in finance, acquisition, contracting procurement, and capital asset management. The incumbent is responsible for a wide range of assignments and oversight including financial integrity, Decision Support System (DSS) program and components, fiscal compliance and functional reviews. The Finance Quality Assurance Network Office will maintain a library of financial, logistic and capital asset management VA and VHA policies and procedures, CAP, VA QIG and Sores reports from across the country that site problem areas. The Finance Quality Assurance Network Office will provide oversight over the finance, logistics and capital asset management; and serves as an important liaison to the Network Compliance Officer, external auditors, the VA QIG and the Office of Management.

The incumbent will ensure financial, logistic and capital asset management policies promulgated by VHA and the VA Office of Management, and the Office of Government Ethics are consistently implemented, conduct internal audits (e.g. purchase cards, agent cashier, non-VA programs such as grant and per diem, cost accounting self-certification, conflict of interest, etc.) This person would assure that appropriate audit teams are formed and reports are reviewed to assure appropriate actions are taken to be in compliance. They may serve as team leader. In addition, the individual will provide consultative services to facilities and facilitate performance improvement.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-511 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

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Basic Requirements:

A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

- B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
- Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 - A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 - Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that
 - the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining;
 - a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and
 - except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements. Please submit a copy of your college transcripts with application packet.

Specialized Experience: One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

- Mastery of, and skill in applying, professional knowledge of the theory, concepts, principles, and practices of accounting and, as required, federal government financial and performance auditing standards, and financial management sufficient to conduct difficult assignments involving interfaces and interrelationships between and among programs, systems, functions, policies, and various issues. Examples of such assignments include:
 - o designs new and changing system and program environments due to standards and audit findings;
 - o conceives new approaches to existing programs;
 - o resolves problems of vital importance to the agency where there are conflicting economic and public interests;
- Professional knowledge of the theory, principles, concepts and practices of logistics and capital asset management to apply this knowledge to very broad and difficult assignments.
- The incumbent possesses a comprehensive knowledge of IT software systems for managerial, financial, logistics and capital asset management database input/retrieval/reporting in the context of agency business policies and procedures.
- Knowledge of the laws, regulations, policies, procedures and concepts pertaining to health care finance, logistics and capital asset management
- Ability to develop and apply auditing techniques and methodologies to develop audit guidelines.
- Ability to write in order to develop performance specifications and standards for VISN audit review programs and activities.
- Comprehensive knowledge to plan, analyze, determine cost benefit relationships and coordinate a great variety of functions, operations, teams or interfacing administrative systems.

VACANCY ANNOUNCEMENT INFORMATION SHEET**CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within **the VISN 20 Office** commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

Employee selected must serve a one (1) year probationary period for supervisors as contained in JUSC 315, unless she/he has already served the required supervisory period.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Relocation expenses will be authorized.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

For first consideration, all application packets must be received in Human Resources by Close of Business (COB) on 04/20/06. This vacancy is open until filled. Application forms may be obtained in Human Resources Office or on our external website, www.va.gov/Portland/hr/index.asp.

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: VISN-06-220-JB

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.

Other VA Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

Non VA Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**